

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200100005-6  
MEMORANDUM FOR: D/ *File: Carter Development*

George plans to hand this out at the  
MZ Board on 4/11 unless you have  
objections.

*Looks good.  
What's the timetable for  
the next step, the  
draft component plans?  
sure!*

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200100005-6

CAREER DEVELOPMENT PLAN

OUTLINE FOR ODP COMPONENTS  
(Updated Annually)

A. PURPOSE

To ensure that the Office of Data Processing (ODP) (Component) has the proper mix of skilled employees to carry out its mission and functions and to ensure that every employee is afforded an equal and reasonable opportunity to advance in his/her career and to be recognized for contributions to the Agency.

B. POLICY

This plan and its implementation conform to ODP's basic personnel policy. Simply stated, this policy is that each individual will be given equal and reasonable opportunity for employment and career advancement, consistent with the individual's abilities and performance, and the needs of the Agency, without regard to the individual's race, color, religion, sex, age, national origin, or handicap. Promotions and assignments will be made on a competitive basis. ODP will continue its tradition of providing developmental opportunities and support to employees who demonstrate potential and drive for assignments with greater responsibility.

C. REQUIREMENTS

(This section should contain a statement of the employee skills, level of skills, and number of employees needed to carry out the mission and function of the component. It represents a shopping list for ideal staffing of the component over the next one to three years. The personnel skills implication of ODP's Long-Range Plan should be taken into consideration; e.g., will you need more people skilled in office automation, minicomputer applications, large data base applications, data communications, communication networks, etc.?)

D. PLAN TO SATISFY REQUIREMENTS

1. Acquisition

a. ODP Internal Transfers

(What other ODP components provide a source of entry level employees? What skills, training, and experience should they possess?)

b. ODP External Transfers

(What other Agency components provide a source of entry level employees? What skills, training, aptitude, and experience should they possess?)

c. External Recruitment

(How many entry level people do you need? What qualifications should they possess? What grade levels do you anticipate offering? How will component personnel participate in the recruitment process?)

2. Indoctrination

(How do you plan to orient new employees to ODP and the Agency? What subjects should be covered? How long should this development program be? What do you expect of new employees? What skills and level of skills do you expect new employees to have after 18-24 months?)

E. SKILLS ASSESSMENT

(How do the following Agency-mandated programs contribute to your assessment of employee skills and readiness for advancement?)

1. Performance Appraisal Report

2. Competitive Ranking

F. EMPLOYEE COUNSELING

D/ODP wants each component to make it a standard practice for employee counseling to precede career planning for an employee. (What counseling is available to your employees?)

What information is given to them? By whom? How is counseling used to develop your employees? Do you keep a record of counseling and individual employee development plans?)

G. TRAINING

(What use do you expect to make of the following sources of training to develop and maintain the professional competency of your people?

- a. ODP Internal
- b. OTR Internal
- c. External - Commercial
- d. External - Academic)

H. PLACEMENT/ASSIGNMENT

(What developmental assignments do you plan for your employees to ensure they have the range of experience and opportunity to be competitive with their peers? Relate assignments to skills development. Assignments can be listed in terms of tasking in current position or rotational position assignments. How are assignments made in your component, both internal and external? Are positions handled differently depending upon clerical/technical/professional job category or grade of position? Do you have a staffing plan for the next one to three years? How do rotational assignments affect your employees' careers?)

I. CAREER PATHS

(What career paths are available to your employees? A career path matrix like the one developed by Production Division is a graphic way of recording this for employee reference. How do employees prepare themselves for various career path options? Refer to other sections of this plan as appropriate.)

J. ROLE OF SUPERVISORS

(What role do supervisors play in your plan, especially in terms of performance appraisal, assessment of potential, and counseling? What checks and balances exist in your component to provide employees with a safety valve for venting

dissatisfaction or apprehension? What is the supervisor's relationship to your career panel? What training and experience are supervisors expected to have to perform their duties--(Management for Equality of Opportunity has been mandated by D/ODP for all supervisors and managers.)

K. ROLE OF EVALUATION PANELS

Evaluation Panels exist for the major components of ODP (Processing, Applications, Special Projects, Management and Administration). Panels serve as management advisors responsible for developing annual competitive rankings and recommending personnel actions for careerists through GS-12 within their respective components. The MZ Career Board performs this function for GS-13 through GS-15 careerists.

The \_\_\_\_\_ Panel is chaired by \_\_\_\_\_ and has the following voting members:

\_\_\_\_\_; the Executive Officer and the Personnel Officer serve as non-voting advisors to promote uniformity among the Panels.

\_\_\_\_\_, as an MZ Board Member, serves as ex officio member of the \_\_\_\_\_ Panel, attending meetings when requested by the Chairman.

PRODUCTION DIVISION JOBS	Programmer	Rotational Position	Computer Operator	Xerox Operator	Prod. Control Spec.	MTO	Data Base Spec.	Engineering Division	Systems Programmer	Customer Services	Trouble Desk	Secretary	Mini Computer Oper.	CLS Librarian	Section Chief	Branch Chief
Prod. Ctrl. Spec.	X	X				X	X		X					X		
Data Entry			X	X			X			X	X	X	X	X		
Data Base Spec.	X	X			X		X	X	X					X		
MTO	X				X	X						X		X		
Computer Operator			X		X	X						X		X		
CLS Librarian					X	X										
Xerox Operator			X		X	X				X	X		X	X		
Trouble Desk				X		X					X		X			
Secretary										X			X			
Prod. Spec. Techs	X	X				X		X	X					X		
PCB Section Chief	X	X													X	
DCB Section Chief						X		X							X	
DBMB Section Chief		X													X	